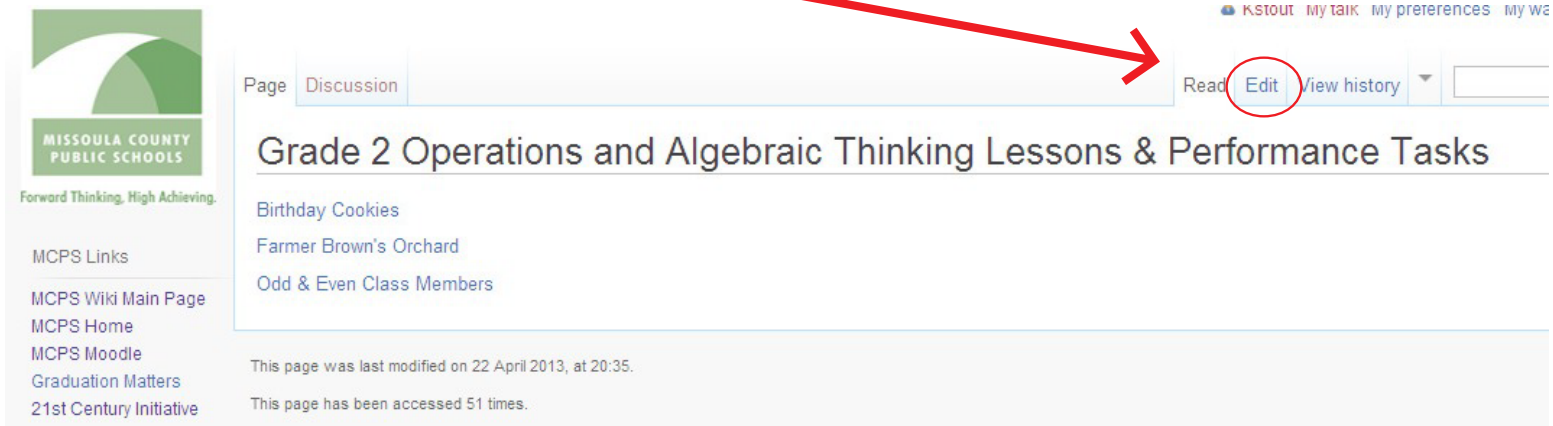


Inserting a File Link onto a Wiki Page

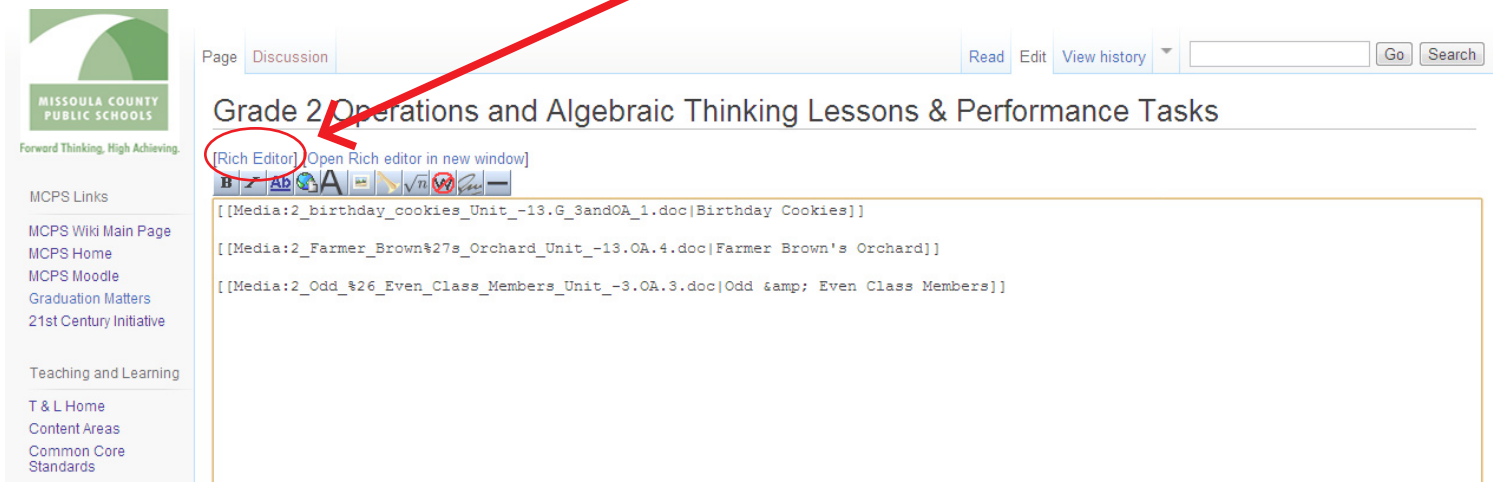
Step 1: Navigate to the page you would like to insert your file link

Step 2: Click the *Edit* Button



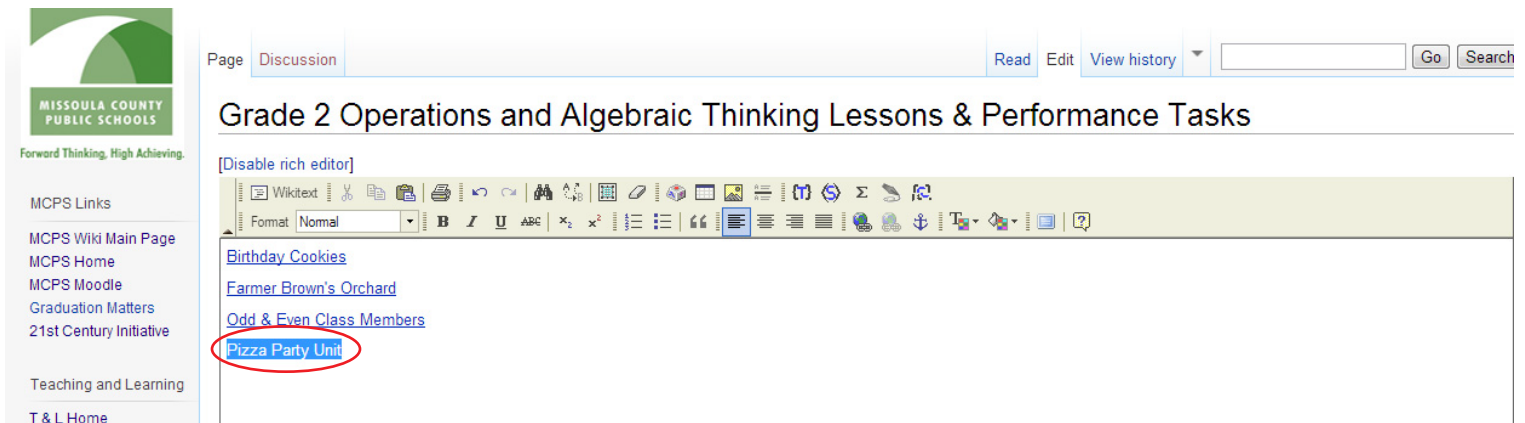
This screenshot shows the top of a Wiki page. On the left is a sidebar for Missoula County Public Schools with links like 'MCPS Links', 'MCPS Wiki Main Page', 'MCPS Home', 'MCPS Moodle', 'Graduation Matters', and '21st Century Initiative'. The main content area has tabs for 'Page' and 'Discussion'. The page title is 'Grade 2 Operations and Algebraic Thinking Lessons & Performance Tasks'. Below the title are three links: 'Birthday Cookies', 'Farmer Brown's Orchard', and 'Odd & Even Class Members'. At the top right, there are user links: 'K Stout', 'My talk', 'My preferences', and 'My watchlist'. Below these are buttons for 'Read', 'Edit', and 'View history'. The 'Edit' button is circled in red, and a red arrow points to it from the text 'Step 2: Click the Edit Button'.

Step 3: If your screen looks like this, click the *Rich Editor* link. Go to step 4 if your screen looks different (your Rich Editor is probably already active).



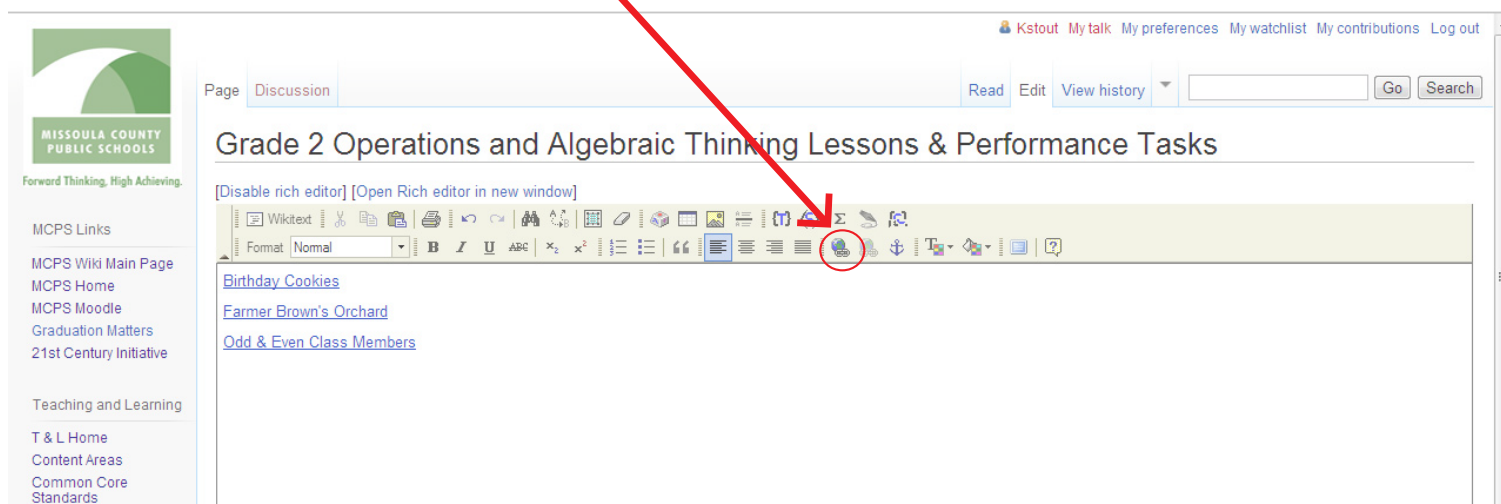
This screenshot shows the Wiki page with the 'Rich Editor' link circled in red. A red arrow points from the text 'Step 3: If your screen looks like this, click the Rich Editor link...' to the 'Rich Editor' link. The page title is 'Grade 2 Operations and Algebraic Thinking Lessons & Performance Tasks'. Below the title is a toolbar with various editing tools. Below the toolbar is a text area containing three lines of code: `[[Media:2_birthday_cookies_Unit_-13.G_3andOA.1.doc|Birthday Cookies]]`, `[[Media:2_Farmer_Brown%27s_Orchard_Unit_-13.OA.4.doc|Farmer Brown's Orchard]]`, and `[[Media:2_Odd_%26_Even_Class_Members_Unit_-3.OA.3.doc|Odd & Even Class Members]]`.

Step 4: Type the name of your link and then highlight the text



This screenshot shows the Wiki page with the 'Pizza Party Unit' link highlighted. A red circle is drawn around the text 'Pizza Party Unit'. The page title is 'Grade 2 Operations and Algebraic Thinking Lessons & Performance Tasks'. Below the title is a toolbar with various editing tools. Below the toolbar is a text area containing four lines of code: `[[Media:2_birthday_cookies_Unit_-13.G_3andOA.1.doc|Birthday Cookies]]`, `[[Media:2_Farmer_Brown%27s_Orchard_Unit_-13.OA.4.doc|Farmer Brown's Orchard]]`, `[[Media:2_Odd_%26_Even_Class_Members_Unit_-3.OA.3.doc|Odd & Even Class Members]]`, and `[[Media:2_Pizza_Party_Unit_-13.OA.4.doc|Pizza Party Unit]]`.

Step 5: Click the *Insert/Edit Link* button (globe with paperclip)



Page Discussion Read Edit View history

Grade 2 Operations and Algebraic Thinking Lessons & Performance Tasks

[Disable rich editor] [Open Rich editor in new window]

Wiktext

Format Normal B I U ABC x₂ x²

[Birthday Cookies](#)

[Farmer Brown's Orchard](#)

[Odd & Even Class Members](#)

Missoula County Public Schools
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MCPS Links

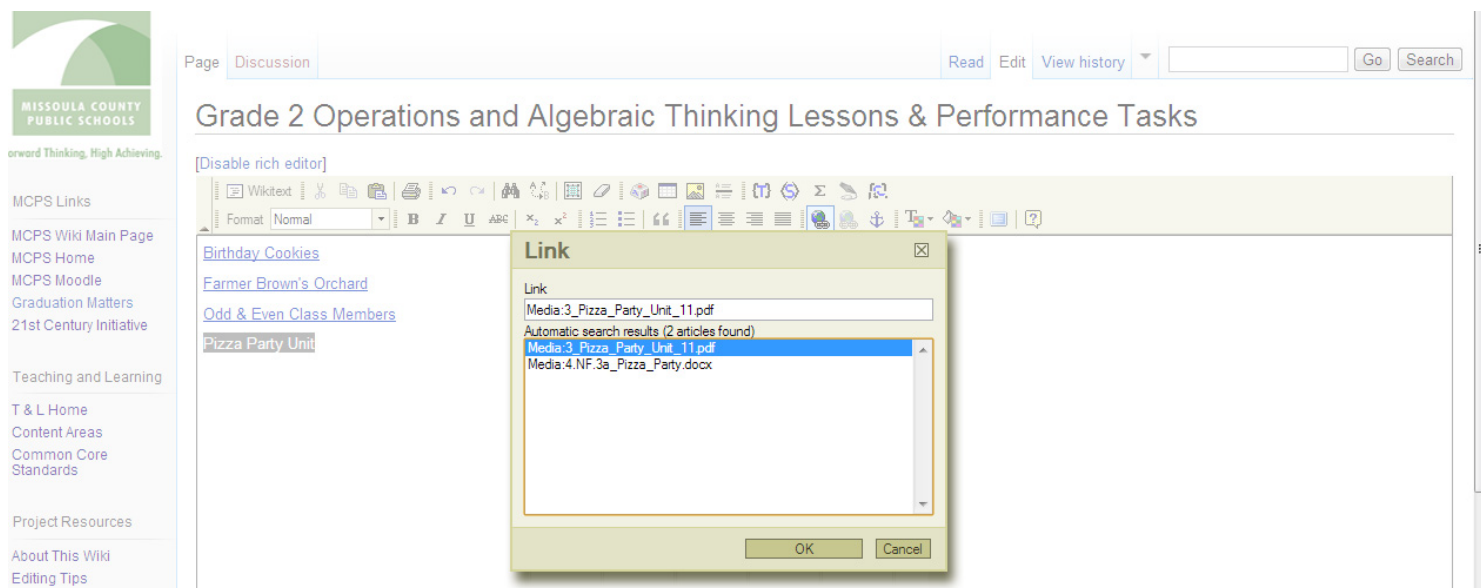
- MCPS Wiki Main Page
- MCPS Home
- MCPS Moodle
- Graduation Matters
- 21st Century Initiative

Teaching and Learning

- T & L Home
- Content Areas
- Common Core Standards

Step 6: Inserting your File

On the Insert Link dialog box you have to enter your file name as illustrated below. Make sure to insert the word **Media** followed by a **:** before your file name. Then start typing your file name. The automatic search should find it, once you start typing. Click on your file and click OK. In the example below the following was typed in the box **Media:3 Pizza Party Unit.pdf**



Page Discussion Read Edit View history

Grade 2 Operations and Algebraic Thinking Lessons & Performance Tasks

[Disable rich editor]

Wiktext

Format Normal B I U ABC x₂ x²

[Birthday Cookies](#)

[Farmer Brown's Orchard](#)

[Odd & Even Class Members](#)

[Pizza Party Unit](#)

Link

Link

Media:3_Pizza_Party_Unit_11.pdf

Automatic search results (2 articles found)

- Media:3_Pizza_Party_Unit_11.pdf
- Media:4.NF.3a_Pizza_Party.docx

OK Cancel

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MCPS Links

- MCPS Wiki Main Page
- MCPS Home
- MCPS Moodle
- Graduation Matters
- 21st Century Initiative

Teaching and Learning

- T & L Home
- Content Areas
- Common Core Standards

Project Resources

- About This Wiki
- Editing Tips

Step 7: Scroll to the bottom of the page and Click Save Page.

Step 8: After you click save, you will have to answer a question as a security measure. The question will pop up toward the top of the screen.